Using the Reviewer Portal for Maryland Heritage Areas Authority (MHAA) Grant Applications

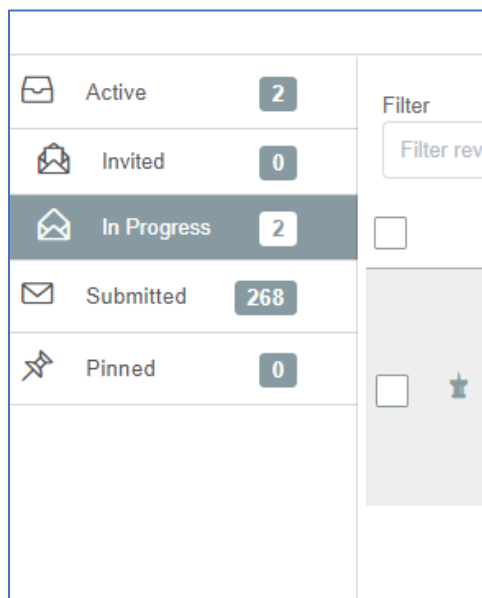**Logging In**

You will get email notifications when you have new grant applications to review.

You'll be asked to log-in here, and prompted in an email to set up a password if it's your first-time logging in. You can also use the "forgot password" option, if needed.

https://mht.goreviewers.com/

Navigating Inside Your Reviewer Portal Account

Once you log in, you should see some options on the right side of the screen regarding the applications you have been assigned.

"Submitted" applications are those applications for which you have already clicked "submit" on your review (Please note: Clicking submit may simply indicate that you have looked at the application or you may be required to enter a numerical score for the applications if you are serving on the state-level Grant Review Panel). Often the "submitted" applications that show up in your account are from last year's review cycle. If you would like MHAA staff to clear out your older reviews, let us know.

"In Progress" or "Active" reviews are the new applications you will want to review.

You should not see any "Invited" reviews. If we were using another step in our process in which you had to accept the review assignments, you would see those here. No need to worry about that category.

"Pinned" reviews refer to any that you have chosen to "pin."
This might be a useful tool if you want to remember to go back to a review at a later time.
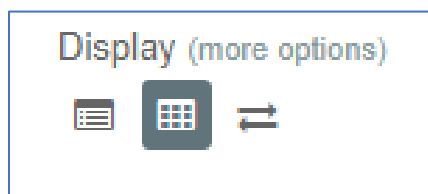
Near the top, middle of your browser window, you can select how you would like to view your grant request records.

Regardless of the view you select, when you click on any individual record, it should open, showing you a record that looks like this (below).


You do **NOT** need to select the "Send to PDF" option on the right. MHAA staff create a custom Application PDF for you to download for each application. Clicking the "Send to PDF option" will create a PDF with documents in a random order and will likely include documents that you don't need to review.
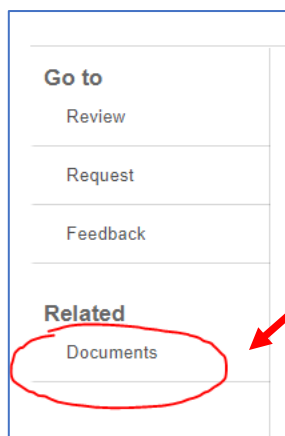
Accessing the Custom Application PDF and Other Documents

Once you have opened an individual review by clicking on it, you should see on the left side of the screen "Go to " and "Related." Under "Related,"click on the "Documents" option to see all documents associated with the grant request you are viewing.

Once you've selected "Documents," usually near the top of the list, you should see a PDF document titled "Application PDF." You will also know that it's the custom one MHAA staff have created by confirming that it is listed as "authored by" one of the MHAA staff member's names.
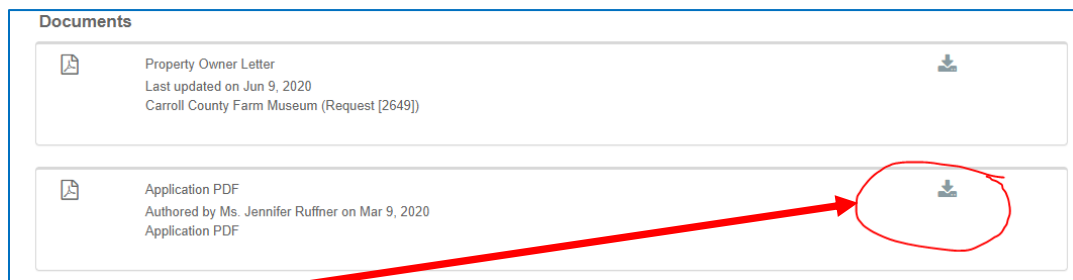
Click on the down arrow icon shown here, to download the application. You will need to download it in order to view it.

When you view the document, you may also confirm you have the correct custom Application PDF by checking to see that it has a header like this one on page 1 (you may need to scroll up to page 1, as the PDF sometimes opens on a middle page):

## What does the custom Application PDF include?

It should include all the materials that a reviewer needs to perform their reviews, with the possible exception of some image files. In our application instructions, we clearly ask that applicants upload images as PDFs or copy and paste them into Word documents, both of which will be integrated into the Application PDF that MHAA staff creates.

However, if applicants have uploaded JPEGs, PNGs, JPGs, TIFFs, or other image files, they will **not** be merged into the Application PDFs. You can see if they have included these file types by scrolling though the documents associated with any application.

Any file with this symbol, won't be included in the Application PDFs.
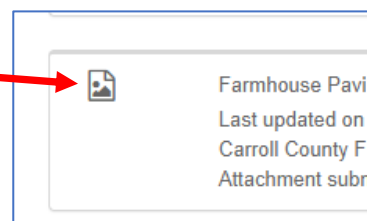
Some other things that we do not include in the Application PDFs because MHAA staff members are responsible for these reviews: match documentation, which is not visible in the reviewer portal because it sometimes includes unredacted bank statements, and organizational documents such as IRS Letters and Bylaws.

When you are done reviewing a request and would like to move it to your "submitted" bucket, you should open the request record, complete any required fields, and click on "Submit" on the right side of the screen.
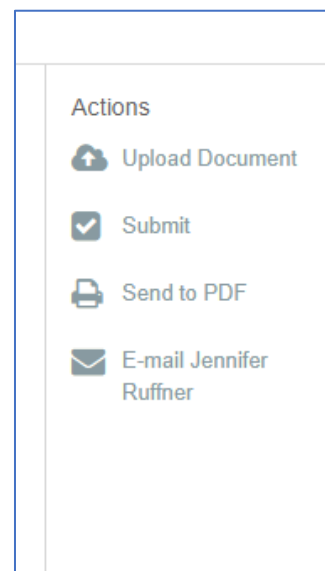
You will still be able to find the record later under "Submitted," for the duration of the grant round.